



State of Nevada
Nevada Department of Tourism and Cultural Affairs
Unclassified Job Announcement

- Webmaster -

Posted: May 9, 2013, Updated May 20, 2013

Recruitment

Open to all qualified candidates; **résumés** accepted until position is filled. (All résumés will be accepted on a first come, first served basis. Hiring may occur at any time during the recruitment process.)

The Position

A permanent, full-time unclassified and exempt position located at the Nevada Commission on Tourism (NCOT) in Carson City, Nevada. The Webmaster reports to the Marketing Director of the Nevada Commission on Tourism.

Annual Salary

\$65,000 - \$70,000 range - commensurate with work experience (salary reflects the employee/employer paid contribution plan). This position is currently subject to 48 hours of furlough a year and salary will be adjusted accordingly.

Position Description

The Nevada Commission on Tourism (NCOT) is seeking a Webmaster to work in its marketing group. This position will be responsible for developing and maintaining a number of websites for agencies within the Department of Tourism and Cultural Affairs. The agency is seeking a web professional with the ability to combine creative aspects of a Web Developer with the technical expertise of a Webmaster. Specific responsibilities include:

- Develop and maintain websites for Department of Tourism and Cultural Affairs agencies as well as related state agencies.
- Act as the agency's key contact with the external web development agency to ensure TravelNevada.com provides an appealing, highly functional user experience.
- Develop and maintain special campaign sites for the Nevada Commission on Tourism.
- Identify and resolve all technical issues pertaining to the Department's websites. These include front-end updates as needed, as well as a working knowledge of open source LAMP (Linux, Apache, MySQL and PHP.) stacks. Strong HTML and PHP skills, HTML5 and CSS3 are a plus.
- Work with and prepare web-ready graphics from layered art files using Photoshop or equivalent programs and then deploying these files to web hosting/server environments.
- Maintain and develop the Content Management System.

Other duties as needed.

Qualifications

Education and experience:

- Experience developing and administering sites that use PHP-based CMS platforms. All sites are on ExpressionEngine; selected candidate must possess a working knowledge of this platform.
- Experience with Email Management, Email Service Providers, or other SFA or CRM platforms.
- Experience in developing mobile-optimized web sites (using technique such as HTML5 and Responsive Design).
- Experience working with Expression Engine platform.
- Experience with Version Control Systems such as Git, Subversion, or Mercurial.
- Cross-browsing compatibility (Chrome, Firefox, IE, and Safari).

- Public facing or commercial websites.
- Must possess strong knowledge of HTML, CSS, and moderate-level JavaScript experience, as well as experience integrating with and working around existing PHP code, is required.
- Candidate must have a deep understanding of multi-network analytics and the proper implementation of the various code sets. Must be proficient in MS SQL and MYSQL databases.
- Strong knowledge of relevant w3C standards – HTML4, HTML5, CSS2 and CSS3. Working knowledge in Flash AS2/AS3 is a bonus. Knowledge of Google Analytics is a plus.
- Highly proficient in the Adobe CS Master Collection with an emphasis on InDesign, Photoshop and Illustrator.
- Adobe Flash development - Action Script 2/3.
- Understanding of basic HTML tags, CSS, and CMS knowledge.
- Qualified applicant must have a deep understanding of design principles, color theory and typography as it relates to design and a portfolio that demonstrates such knowledge.

Additional Preferred Skills:

- Ability to create and package press-ready files.
- Final Cut Pro editing experience is desirable.

Benefits

Paid medical, dental and vision; paid vacation, sick leave and holidays; retirement plan (PERS); life and disability insurance program; other optional benefits including deferred compensation.

Submit cover letter and résumé to:

Genevieve Hudson
 Agency HR Services
 100 N. Stewart St., Ste. 230
 Carson City, NV 89701
 (775) 684-0247
ghudson@admin.nv.gov

Résumés will be accepted until position is filled.

The State of Nevada is an Equal Opportunity Employer.